

Town Picks First Personnel Admin

By SUSANNA SHEEHAN

Jeannie Horne of Sanger Road has been hired as Duxbury's new personnel administrator.

The announcement was made by Town Manager Richard MacDonald.

Horne will oversee human resources for over 1,000 town employees. She comes to municipal government after working for Fidelity Investments for 14 years, most recently as a senior benefits specialist.

"There has been a pressing, long-term need for a human resources manager to come into this town" and help employees and officials under-



Jeannie Horne

stand the many state and federal laws that govern workers, their compensation and health insurance, said

MacDonald.

"We're delighted a citizen of Duxbury stepped forward" to apply for the position, he added.

Horne, a resident of Duxbury since age 5, graduated

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from Duxbury High School and earned a bachelor's degree in psychology from Keene State College. Horne has obtained a human resources certificate from New York University and a work life certificate from Boston College.

"I am looking forward to the challenge," said Horne,

who started work Sept. 22. Her responsibilities include overseeing all the human resource functions for the 433 full-time employees, 399 part-time employees and 187 seasonal workers employed by the town of Duxbury. She will be involved in the hiring process, personnel file management, and creating and maintaining an employee handbook. Horne

will also manage all employee benefits including health and life insurance and tuition reimbursement. Additionally, she must ensure the town is compliant with all state and federal employee guidelines.

Assisting MacDonald in his choice of Horne were Wayne Heward and Robert Molla of the personnel board.